

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-355

OPENING DATE: 7 December 2007

CLOSING DATE: 27 December 2007

ANTICIPATED FILL DATE: 10 Feb 08

POSITION TITLE AND NUMBER

Supply Technician
PDCN 70152000, MD #: 1626-712

UNIT/ACTIVITY AND DUTY LOCATION

United States Property and Fiscal Office-S&S
(USPFO), NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 16.18%)

GS-2005-07 \$36,876.00 - \$47,938.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is Current On-Board Technicians Only. Applications will be accepted from current permanent Career/Career-Conditional employees of the North Carolina National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE:** Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431.

QUALIFICATION REQUIREMENT: Must have twelve months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required twelve months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. Inservice placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with inclusive dates that reflect twelve months of specialized experience) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of requisitions, supporting documents and reference material to perform material coordination.
2. Knowledge of established supply regulations, policies, procedures, and other instructions applicable to the specific assignment.
3. Knowledge to conduct extensive and exhaustive searches for required information in order to construct records for logistical readiness improvement.

CONDITIONS OF EMPLOYMENT: 1. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the unit is mandatory.
Enl: 92)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPLE DUTIES AND RESPONSIBILITIES: Maintains an accurate automated accounting and reporting system of property book equipment for units and activities within the State. In coordination with the Director of Logistics (DOL) monitors on hand assets and recommends actions to improve logistical readiness within the State. Participates in segments of management studies on the distribution of equipment assets and makes recommendations based on analysis. Monitors and participates in the redistribution of unit excess by recommending transfer and turn-in of property book items as appropriate. Directs lateral transfer of equipment as recommended by the DOL. Reviews disposition instructions of outgoing major end items to validate excess status prior to shipment. Monitors/reviews transactions that update property accounting balances of the Standard Army Management Information System (STAMIS) to isolate errors and provide guidance to correct deficiencies. Manages and maintains the state STAMIS catalog data file, assignment of State assigned line item number (SLIN) and non-expendable management control numbers (MCN). Conducts property book reconciliations. Reviews document registers, document files, suspense files, and account records to verify postings and consistency with automated/manual property book balances. Instructs unit personnel on proper posting procedures and makes corrections. Prepares reports on the condition of records, shortages, excesses, corrections, and actions recommended to improve property accountability in accordance with regulatory guidance. Maintains a suspense file of reconciliations, pending actions and other pertinent data pertaining to property accountability. Maintains the logistical file to support property book reconciliations. Reviews the Department of the Army authorization documents to ensure that accurate postings are made to the STAMIS. Processes and maintains letters of authority (LOA) for additional required equipment. Maintains contact with such agencies of the Department of Defense (DOD), Department of the Army (DA), National Guard Bureau (NGB) and other states and units to resolve problems within responsible areas. Communicates with Army Material Command (AMC), Defense Logistics Agency (DLA) and NGB program managers to affect receipt of required equipment to support State readiness objectives. Recommend changes to regulations and local directives pertaining to property book and related areas. Reviews and validates equipment need for incoming major end items and Total Package Fielding (TPF) within the state. Manages serialization tracking programs within the Supply Support Activity (SSA), such as Small Arms Serialization Program (SASP), Controlled Cryptographic Items Serialization Program (CCISP), and Radiation Testing and Tracking System (RATTS). Maintains program files and ensures accurate submission of reports and reconciliation to the proper agencies in accordance with regulatory requirements. Consolidates CBS-X transactions from subordinate STAMISs for subsequent transmission to Logistics Support Activity (LOGSA). May operate and maintain STAMIS hardware, to include system updates, perform records research, and data input and corrections. Provides automated reports or quires for internal and external customer requests. Manages the loan of equipment. Processes all requests for loan(s) of equipment to and from organizations and activities external to the Command. Coordinates requests with the Command as appropriate. Prepares loan/lease agreements and coordinates bond/insurance requirements IAW regulatory guidance. Performs other duties as assigned.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION: A, B, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1